

Please Read Carefully

- If You Have a Copy of Your Cemetery Deed, You Do Not Need to Complete a Cemetery Affidavit.
- If You Do Not Have Your Cemetery Deed, But Feel the Deed Was Recorded in the Past, You May Attempt to Obtain a Copy from Whitfield County Courthouse.
- A Deed or Copy of the Deed Is Proof Positive That You Are Entitled to Burials at West Hill Cemetery.
- If You Do Not Hold or Possess Your Cemetery Deed or a Copy of the Deed, You May Complete the Affidavit and Pay a \$20.00 Fee to the Clerk's Office to Have a Replacement Deed Mailed to You.

The Clerk's Office Is Located at City Hall 300 West Waugh Street , Dalton GA. 30720 1st Floor.

- To Complete the Affidavit, You Will Need the Following:
- **Date Original Deed Was Purchased**
- Number of Lots**
- Block/section the Plot Is Located**
- Dimension/size of the Lot**
- Example 8x10 or 12x14**

If we Are Able to Locate the Original Purchase of the Deed in Our Records, We Can Provide this Information to You.

However, If We Can Not Locate the Original Purchase of the Deed in Our Records, You must Contact the Cemetery Sexton Daryl Ballew at 706-281-1245 or the Public Works Department at 706-278-7077.

Unfortunately, this Office Only Has Original Deed Records.

We Do Not Have Any Burial Records.

Therefore We Will Not Be Able to Assist You in Obtaining the above Information, If We Do Not Show Record of the Purchase.

This Process May Take up to 30 Days to Complete. After Reviewing the Information, and Issuing the Duplicate Deed, the Deed must Be Recorded at the Courthouse. If You Have Not Received Your Deed AFTER 30 Days of Submitting the Affidavit, Please Contact this Office at 706-529-2490.